

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

NOTICE OF POSITION VACANCY

POSITION: EHR PROJECT MANAGER

LOCATION: SACRAMENTO, CA

CLOSING DATE: Open Until Filled

NUMBER OF POSITIONS: 1

POSTION SUMMARY

Manages a core team of professionals implementing the NextGen Electronic Health Records (EHR) into health programs primary care clinics. Provides Indian health programs' EHR project managers with training, technical assistance and support services, including: implementation, establishment, maintenance and enhancement of the use of the NextGen EHR. Provides onsite assessment and consultation at participating clinic sites, assessment of workflow, facilitating communications, development of teams, and assisting Indian health programs to develop electronic mechanisms to monitor standards of care and enhance a clinic's ability to participate in continuous improvement of the quality of their care.

PRIMARY RESPONSIBILITIES

Working with teams, designs an implementation plan and schedule for process change, pre-training, pre-installation and follow-up tasks. Tracks progress of each implementation according to the plan at each clinic site. Deploys resources to fill gaps between the plan and implementation progress. Schedules weekly conference calls with CRIHB staff and clinic project managers. Develops EHR implementation policies and procedures that can be used as a template for health programs seeking to implement EHR in the future. Maintains and enhances existing library of Power Point presentations for use by site project managers. Assist with NextGen training to improve skills at health program sites in each functional area. Coordinates the Regional Users Group and the CRIHB Users Group. Prepares quarterly progress reports to funding agencies. Maintains project budget. Maximizes resources purchased from NextGen. Identifies and writes grant applications to fund future needs or additional programs for the implementation. Facilitates team analysis of current manual workflow processes and new, EHR workflow processes, with a realistic vision of the state of EHR workflows. Plans for the unexpected and the impact on implementation describing those situations to CRIHB and health program management. Adapts when change in plan is needed and adjusts pace to actual circumstances. Coaches and mentors the site EHR project managers. Encourages checklists and other tools to maintain group focus. Refines audits checklists to assure adequate detail, utility and understanding. Monitor timelines and important deadlines; encourages site EHR project managers to hold site team members to deadlines. Holds CRIHB team members accountable for their activities. Determines readiness for each site and signs off on Go-Live implementation. Be present for all live implementations to provide assistance as needed. Maintains relationship with vendor (NextGen) for complete understanding and utilization of existing tools, checklists, etc.

ADDITIONAL RESPONSIBILITIES

Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date. Position requires periodic over night travel within CRIHB's service area. Requires ability to drive up to 7 hours a day.

QUALIFICATIONS

Bachelor's degree (preferably in Business Administration, Healthcare Administration or Computer Science) or equivalent experience. Minimum of three (3) years' previous EHR implementation experience in ambulatory clinic setting; two (2) to three (3) years of experience in a clinic setting that resulted in an understanding of the workings of front and back office workflows. Certification on both EPM and EMR by NextGen or have similar experience. Skilled in the use of computers and software programs such as MS office. Ability to communicate effectively orally and in writing with a variety of people in health care settings, State and Federal agencies and private organizations including senior management and leaders. Experience in change management in a healthcare setting and able to exercise independent judgment, coordinate multiple projects, personnel and clinics needs to meet objectives. Knowledge of Institute for

Healthcare Improvement (IHI) principles and QI systems and methods, particularly those related to clinical activities is desirable

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions in a sensitive manner.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

Attn: Human Resources
4400 Auburn Blvd., 2nd Floor
Sacramento, CA 95841
(916) 929-7246 FAX
jobsatcrihb@ihs.gov E-mail

Applications available at www.crihb.org (jobs). Or call Human Resource Department at 800-274-4288